



## *CITY OF PLEASANT HILL*

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100 Gregory Lane  
Pleasant Hill, CA 94523

### **ARCHITECTURAL REVIEW SUBMITTAL REQUIREMENTS**

The numbers following each type of permit refers to the submittal information that must accompany each particular application. The submittal information is described in detail below.

#### **TYPE OF REVIEW**

#### **SUBMITTAL REQUIREMENT**

Development Plans..... 1, 2, 3, 4\*, 5, 6, 7, 8, 9\*, 10\*, 11\*, 12, 13\*, 14, 15, 16\*

Sign ..... 1, 2, 3, 4\*, 5, 8\*, 10, 14, 15

Other - (Check with Planning Division staff)

(\*These requirements may be waived for small projects; check with Public Works and Community Development Department.)

The submittal information shall be provided to the Public Works and Community Development Department. All submittal information shall be presented along with the application for Development Review form, related fees, and any additional information required by the Public Works and Community Development Department before the application can be accepted as complete.

Size limit: Plans should be no larger than 39" x 42" trimmed.

Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

### SUBMITTAL REQUIREMENTS BY NUMBER:

(Only those items related to the specific type of permit are to be completed.)

#### **NUMBER OF COPIES**

- |       |                          |  |
|-------|--------------------------|--|
| 1     | <input type="checkbox"/> | 1. <u>Application form</u> - completed and signed.   |
| 1     | <input type="checkbox"/> | 2. <u>Fee</u> - check payable to the City of Pleasant Hill.  |
| 7     | <input type="checkbox"/> | 3. <u>Location map</u> - indicating the subject parcel(s) and adjacent streets. (May be included on site plan.)  |
| 1     | <input type="checkbox"/> | 4. <u>Participant Disclosure Form</u> - completed and signed.  |
| 1 set | <input type="checkbox"/> | 5. <u>Site photographs</u> - to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view.                                     |
| 7     | <input type="checkbox"/> | 6. <u>Site plans</u> - site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the Public Works and Community Development Department determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. |

In most cases, the site plan must be prepared and signed by a licensed civil engineer, surveyor, architect, landscape architect, or building designer whose name, address and phone number must appear on the plan. The boundary and topographic survey information (showing the existing topography) must be prepared by a licensed civil engineer or land surveyor whose name, seal, and signature must appear on the sheet of plan indicating the boundary and topographic survey. For small projects, this requirement may be waived. Check with the Public Works and Community Development Department.

Site plans shall include the following information:

- a. Legal boundaries - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like.
- b. Topography - topography of the land with one-foot contour lines for land with a slope of 5 percent or less, and two-foot contours for land over 5 percent. This contour interval may be increased for land with over 20 percent slope. Show faults, flood zones, and slide areas.
- c. Grading - preliminary grading plan clearly showing existing and proposed contours carried a minimum of 50 feet beyond the project boundaries. Show direction and path of existing proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and materials specified).

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- d. Streets and lots - proposed street layouts and lot design, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, number of parking spaces and bicycles. Dimension all parking, roads and maneuvering areas.
- e. Buildings - all existing and proposed buildings and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial shop, and indicate unit type and size. Show trash enclosures, storage buildings and the like. Indicate setbacks and distance between buildings.
- f. Features - building appurtenances and features, including balconies, decks, stairs, and roof lines to be shown.
- g. Handicap provisions - details to verify compliance with Chapter 24 of the California Code of Regulations in regards to handicapped parking and pedestrian access routes.
- h. Land use - proposed, show the type, amount and location. Show also adjacent land use, including their general location and the height of existing structures and trees within 50 feet of the property lines.
- i. Coverage - tabulation of building, landscaping, open space and paving.
- j. Public areas - areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses.
- k. Trees - species, common name, size, condition, location, and drip line of existing trees of over 12 inches in circumference, 24 inches above grade. Any trees proposed to be removed shall be so indicated along with the reason why they are proposed to be removed. In addition, an arborist report will be required if any trees are proposed to be removed or impacted by development. This arborist report is subject to peer review and will be paid for by the applicant.
- l. Phasing - potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space.

- 7      ☐ 7. Building elevations - show all elevations of the proposed project with materials, colors, and dimensions specified. The purpose of such drawings is to specify the height, bulk and appearance of proposed buildings and structures.

- a. A materials list including a material and color palette board shall accompany the application.

Example:

### Exterior materials

Walls: Gail International Corporation "Brickplate" Ceramic Tile, 5" x 10", Satin Glaze.  
Basic Color - Grey Beige (Sandstone) #3119, Trim Color - Off White #3119  
Grout Color - to match grey-beige

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Color Band Tile: Maybrick 4" x 4" Burgundy  
Grout Color - Charcoal

Aluminum Door and Window Frames: Medium Bronze Anodized Color

Glazing: Solar Grey

Canopy and Trellis Columns: Natural Concrete

Wood Trellis Members: Redwood with Olympic Semi-Transparent Stain #713 (dark brown)

If architectural details are not reviewed during the architectural review process, they will be subject to review and approval prior to issuance of building permits.

- b. Lights - show the location, height, size and type of exterior lights.
- c. Features - indicate the locations of identification signs and features, mailboxes, storage spaces, air conditioning units, transformers, utility meters, and other items that affect the exterior appearance and use of the proposed project and adjacent property.

- 7      ☐ 8. Landscape plan - a preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked for conformance prior to issuance of a building permit.

The preliminary landscape plan should indicate the general plant pallet that is proposed including a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture.

*Single Family Homes (not part of a Subdivision)* – A preliminary landscape plan for only the front and street side corner yard areas shall be provided.

- 7      ☐ 9. Floor plan - floor plans showing exterior doors and windows and design with stairways, mechanical rooms and shared hallways indicated, so that parking and coverage calculations can be made.

- 7      ☐ 10. Signs - sign submittals are as follows:

- a. Site plan - site plan, fully dimensioned showing the location and size of all existing and proposed freestanding signs and building mounted signs. Include the length of building frontage(s) onto a public right of way. (If building has more than one frontage, identify length of each frontage);
- b. Elevations - fully dimensioned building elevations showing sizes and locations of existing and/or proposed wall signs (minimum scale 1/8" = 1'0");

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- c. Rendered sign elevation - a color version of the sign elevation shall be submitted that accurately represents the final finished appearance of the sign in its installed setting (either building mounted or freestanding);
- d. Details - detailed drawings of all proposed signs indicating the size of sign cabinet, letter style, color scheme, cabinet colors, material specifications (minimum scale 1/4" - 1' 0") and samples. A side elevation is often helpful in describing the sign;
- e. Inventory - an inventory of all on-the-property signs must be submitted with the sign application. The inventory shall include the type, description, size, height and locations of all existing and proposed signs.
  - 1) The height above finish grade and dimensions of all signs shall be shown on all of the above drawings.
  - 2) Area of each sign (in square feet) shall be shown on all of the above drawings.

### Example:

<u>SIGN #1</u>	<u>TYPE</u>	<u>SIGN COPY</u>	<u>SIZE</u>	<u>HEIGHT</u>	<u>LOCATION</u>
1	Wall sign	"Antiques"	4' x 6'	10'	West elevation

### Sign Colors and Materials:

Canister	Anodized Bronze
Returns	N/A
Background	Opaque White (include manufacturer no's.)
Letters	Red # _____ (include manufacturer no's.)

### 7 ☐ 11. Cross sections

The cross sections shall be submitted. They shall be through the major axes of the project extending to the curb line on street sides and 5 to 10 feet onto adjacent properties along other boundaries. They shall be of the same scale as the building elevations. Normal vertical and horizontal scales shall be used to accurately portray the final building elevations in relation to the site, sidewalk, and adjacent properties. Both existing and proposed final grades shall be shown as well as buildings and all other structures. Cross sections should be used to show parapet wall/roof relationships, mechanical walls, if any, fascia/gutter treatment, and door and fenestration details.

### 1 ☐ 12. Rendered elevations

One *rendered* elevation for each street elevation which may be submitted to staff up to two days before a meeting. This rendering may be a professional water color prospective or may be a print with color added using magic marker or other felt tip pens, colored pencil, or other medium which will accurately convey the color, texture, and character proposed. Use shadow lines where appropriate. In any case, it should accurately represent the final finished appearance of the building (in its setting) with other improvements and proposed landscaping. Closely adjacent buildings should be blocked

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in to put the proposed project in proper context.

- 1      ☐ 13. Rendered site development plan
- 1      ☐ 14. Reduction - an 8 1/2" x 11" black and white reduction of each plan.
- ☐ 15. Additional information
  - A. Aerial photograph
  - B. Perspective sketches
  - C. Models
  - D. Provide typical building sections showing wall, eave, fascia and roof with roof-mounted mechanical equipment and penthouses shown.
  - E. Other: \_\_\_\_\_
- 1      ☐ 16. Cost Recovery Agreement – Agreement for payment to the City for application processing and plan checking and inspection services for certain land use and development projects.